

THE TULALIP TRIBES
TGO/QCC/BINGO
Job Description

JOB TITLE: Food & Beverage Runner (2 full-time positions)

POSITION NUMBER: TGO-006-06

NOTE: Sections in the box are minimum requirements that all applicants must have to be considered for this position. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION:

- ☐ High School Diploma or GED equivalent preferred.
- * If applicant does not meet education requirement, employer will allow 6 months from date of hire to meet this job requirement, as a condition of employment.

SKILLS:

- ☐ Must have good grooming habits and manners.
- ☐ Must be able to follow specific instructions.
- ☐ Must be able to communicate with Cooks and Dining Consultants to ensure quality plate presentation.
- ☐ Ability to resolve issues and facilitate proper communication between Cooks and Fine Dining Consultant.
- ☐ Ability to remain calm under stressful situations.
- ☐ Excellent customer relations skills.

EXPERIENCE:

- ☐ Minimum of six (6) months food serving or kitchen operations experience.

OTHER REQUIREMENTS:

- ☐ Must be 18 years of age or older. (**Attach documentation with application**)
- ☐ Must obtain and hold a Food Handler's card within 60 days from date of hire.
- ☐ Must be able to pass an agility exam to determine if physically capable to perform the essential functions of the job.
- ☐ Must be flexible to work all venues in a similar position.
- ☐ Must be willing to obtain certification through the National Restaurant Association SERV SAFE program.
- ☐ Will be responsible for the deliverance of the highest level of customer service to guests, VIP's, and co-workers.
- ☐ Must attend mandatory guest service training.
- ☐ Must be flexible to work both Casino sites, the "New" Tulalip Casino and the Quil Ceda Creek Casino.
- ☐ Must be able to obtain a Class II certification, and be licensed, with the Tulalip Tribal Gaming Agency.
- ☐ Must be able to work any shift assigned to include days, swing, grave, weekends, and/or holidays.
- ☐ Must have successful employment history with the Tulalip Tribes and/or other employers.

Physical Characteristics and/or Prerequisites:

- ☐ Manual finger dexterity for performing job functions.
- ☐ Must be able to stand and/or walk for prolonged periods of time.
- ☐ Strength to lift objects weighing from 20-40 lbs. on an occasional basis.
- ☐ Tolerance to be exposed to a smoke filled environment.
- ☐ Tolerance to be exposed to cleaning solvents and detergents on a daily basis.

Tribal Department: Food & Beverage

Employee Classification: Non-exempt

Job Summary: Coordinates the flow of food products, keeps food lines stocked, cleaned, and monitors presentation of all food items on food line. Facilitates the proper communication between the Cooks and the Front of the House team members. Ensures quality service to all guests. Provides expert knowledge in the Sequence of Service, menu items and preparation.

Employee Reports To: BOH Supervisor or designee

Extent of Job Authority: Works with BOH Supervisor, to ensure standards are being followed. Helps to ensure quality customer service and satisfaction.

Specific Duties Performed:

1. Ensures quality of food for all items leaving Kitchen.
2. Can set up and/or close down food station.
3. Keep food stations stocked and cleaned.
4. Assist with food preparation and cooking as needed.
5. Follows "Clean as you work" and accident prevention policies at all times.
6. Ensures food ID signs are correct and clean.
7. Follows proper rotation of food items.
8. Maintains and operates equipment properly. All equipment and utensils will be properly broken down.
9. Ensures floors and work areas are clean and presentable at all times.
10. Knows and practices all Health and Safety practices and procedures, including HACCP standards.
11. Serves food to guests as needed in a professional and friendly manner.
12. Understands and executes the proper Sequence of Service.
13. Will study and learn menu items preparations.
14. Assist Team Members as needed to promote positive teamwork.
15. Performs all other duties deemed necessary or requested by BOH Supervisor.

Terms of Employment: This is a Regular Full-time position requiring 40 hours per week or 2080 hours per year.

Pay Rate: \$9.93 per hour

Opening Date: January 9,2006

Closing Date: January 20,2006 at 4:00 pm.

Please return your completed application, to the 1st floor casino receptionist, by the closing date and time, to the Tulalip Casino at 10200 Quil Ceda Blvd. Tulalip, WA 98271.

The 1st floor casino receptionist is available 8:00 a.m.- 6:00 p.m., Monday- Friday.